

~~CONFIDENTIAL~~

JOB DESCRIPTION

Training Officer GS-11

1. Under the supervision of the Chief, Selection Section, the Training Officer is responsible for conducting the ISC training course for the Analysis Branch and for maintaining the training materials and reference aids so as to reflect current practices.
2. Assists Section Chief in selecting intelligence reports for the Intellofax System.
3. Assists Dictionary Editor.
4. Conducts on-the-job training of senior analysts by reviewing periodically their indexing product.
5. Maintains Coding Manual.

~~CONFIDENTIAL~~